



The University of Southern Queensland

Course specification

The current and official versions of the course specifications are available on the web at
<<http://www.usq.edu.au/coursespecification/current>>.
Please consult the web for updates that may occur during the year.

Description: Professional Practice 1

| Subject | Cat-nbr | Class | Term | Mode | Units | Campus |
|---------|---------|-------|---------|------|-------|-----------|
| ENG | 3902 | 90282 | 2, 2009 | ONC | 0.00 | Toowoomba |

| | |
|-----------------------------------|--------|
| Academic group: | FOENS |
| Academic org: | FOENSV |
| Student contribution band: | 2 |
| ASCED code: | 039999 |

STAFFING

Examiner: Karu Karunasena
Moderator: Peter Gibbings

SYNOPSIS

This is the first of two courses which address, in a generic sense, the practice of professional engineering and professional spatial science. The course is concerned largely with non-technical matters, generally independent of the specific disciplines, which involve the particular work undertaken, performance and responsibilities borne by the professional engineer and spatial scientist. The major manifestations of this professional practice is the participation in professional development activities and the planning, execution and reporting of project work. Hence a major portion of this course is directed at the preparation for the commencement of your final year ENG4111 Research Project Part 1 and ENG4112 Research Project part 2. This preparation includes consulting with supervising staff, a lecture and attendance at the annual "Project Conference" in which ENG4903 Professional Practice 2 students present their completed project work to other students, staff and members of various professions. Students will also participate in, and report on, a range of laboratory sessions, demonstrations, seminars and workshops provided by staff of the Faculty, the wider university and by industry representatives. Students are required to choose and self organise the completion of one or two similar activities off campus. These activities (labeled "Booths") seek to provide the student with some insight into the "cutting edge" of current engineering and surveying practice.

OBJECTIVES

The course objectives define the student learning outcomes for a course. The assessment item(s) that may be used to assess student achievement of an objective are shown in parenthesis. On completion of this course, students should be able to:

1. commence professionally appropriate general planning of a research project (Portfolio);
2. establish contacts and interact appropriately with senior (supervisory) staff (Portfolio);
3. establish contacts and interact appropriately with support (technical and administrative) staff both within and beyond their technical discipline (Portfolio);
4. find and use information resources at an advanced level (Portfolio);

5. review literature and critically report (Portfolio);
6. appreciate and evaluate the role of the professional conference in information exchange (Portfolio);
7. interact with and evaluate professional and industry group activities (seminars, presentations, workshops, etc) external to USQ, as appropriate to their technical discipline and professional development (Portfolio);
8. development of professionalism (Portfolio).

TOPICS

| Description | Weighting (%) |
|---|---------------|
| 1. Project Preparation | 30.00 |
| 1.1. Introductory Session | |
| 1.2. Consultation with (potential) supervisor(s) | |
| 1.3. Development of your "Project Specification" | |
| 1.4. The course "Advanced Information Skills" | |
| 1.5. Library work | |
| 2. University / Industry "Booth Activities" which may comprise (or a combination of): | 40.00 |
| 2.1. Demonstrations | |
| 2.2. Lectures / seminars | |
| 2.3. A workshop | |
| 2.4. Laboratory / practical work | |
| 2.5. Fieldwork | |
| 2.6. A site visit | |
| 3. Participation in the Project Conference | 30.00 |

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

ENG3902 Professional practice 1: external study package, University of Southern Queensland, Toowoomba.

(Will be provided free of charge to students in Week 1, Semester 2.)

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

ENG4111 Research project part 1: external study package, University of Southern Queensland, Toowoomba.

ENG4112 Research project part 2: external study package, University of Southern Queensland, Toowoomba.

ENG4903 Professional practice 2: external study package, University of Southern Queensland, Toowoomba.

STUDENT WORKLOAD REQUIREMENTS

| ACTIVITY | HOURS |
|---------------------------------|-------|
| Directed Study | 5.00 |
| Laboratory or Practical Classes | 8.00 |
| Lectures | 2.00 |
| Private Study | 5.00 |
| Report Writing | 6.00 |
| Seminars | 10.00 |
| Supervisor Consultation | 4.00 |
| Tutorials | 10.00 |

ASSESSMENT DETAILS

| Description | Marks out of | Wtg (%) | Due date |
|-------------|--------------|---------|-----------------------------|
| PORTFOLIO | 1.00 | 100.00 | 18 Sep 2009 (see note 1) |

NOTES

1. The items required for completion of the Portfolio are described in the study materials.

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
This course requires attendance at a residential school. It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:
To satisfactorily complete the Portfolio students must meet the requirements for each of the items in the Portfolio as described in the study materials. The reports for all USQ

- Booth Activities undertaken during the Professional Practice Residential School must be completed and submitted in the Portfolio. Off campus Booth Activity can be completed at any time over the following 12 month period; an IM grade applies until all work is satisfactorily completed and a satisfactory Portfolio is submitted.
- 3 Penalties for late submission of required work:
If students submit assignments after the due date without extenuating circumstances then a penalty of 5% of the assigned mark may apply for each working day late up to a maximum of ten working days at which time a mark of zero can be recorded for that assignment.
 - 4 Requirements for student to be awarded a passing grade in the course:
To be assured of a passing grade, students must demonstrate, via the summative assessment item, that they have achieved the required minimum standards in relation to the objectives of the course by satisfactorily completing all items for the Portfolio, as stated in 2 above.
 - 5 Method used to combine assessment results to attain final grade:
As P is the only passing grade available for this course, all students who are qualified for a passing grade, under the requirements in 4 above, will be given a grade of P. Other students will be given either a Failing grade or an Incomplete grade.
 - 6 Examination information:
There is no examination in this course.
 - 7 Examination period when Deferred/Supplementary examinations will be held:
Not applicable.
 - 8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

ASSESSMENT NOTES

- 1 The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner.
- 2 Students must retain a copy of each item submitted for assessment. This must be despatched to USQ within 24 hours if required by the Examiner.
- 3 In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances.
- 4 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media.
- 5 Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study (refer to Note 2, Other Requirements).
- 6 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded IDS

- (Incomplete - Deferred Examination; IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).
- 7 This is a communication benchmark course and a major component of the assessment of this course will be associated with the demonstration of communication skills.
 - 8 A minimum standard of communication skills must be demonstrated in order for a passing grade to be awarded.
 - 9 A student will not normally undertake this course until he/she is in the last four (4) semesters of the degree course AND is commencing or expecting to commence final-level project work (ENG4111 Research Project Part 1) in the following academic year.
 - 10 The required four (4) Booth Activities will normally comprise: at least two (2) and not more than three (3) undertaken at USQ; and at least one (1) and not more than two (2) undertaken off-campus ("Own Booth" activities).
 - 11 Responsibility for discovery and choice of appropriate professional-level activities to participate in and report as an "Own Booth" rests with the student - refer to the guidelines in the ENG3902 Professional Practice 1 Booklet.
 - 12 Participation in the Project Conference is preparatory to, and additional to, presentation of a paper at this conference in the following year.
 - 13 A student who does not or cannot adequately attend the Project Conference will normally be required to attend and provide a written report on three (3) appropriate technical seminars or equivalent professional meetings to the satisfaction of the Examiner.

OTHER REQUIREMENTS

- 1 Students will require access to e-mail and internet access to UConnect for this course.
 - 2 If awarded a grade other than a pass grade, students must access the requirements to upgrade to a pass grade via their results details in UConnect.
 - 3 This course should be completed prior to the following courses: ENG4903, ENG4111 and ENG4112.
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